

City of Euless Community Services Department

Field Rental Policies

In order to facilitate the smooth operation and transition of rentals, please follow the policies listed below. Please be aware that other rentals may precede or follow your rental. Thank you for your cooperation!

I. BEFORE THE RENTAL

- A. Renters may use fields only for the purpose of private functions (practice, birthdays, etc.) or for non-profit community service organization activities unless otherwise approved by the City of Euless Community Services Department (from hereon referred to as “the Department”). Renters must be at least 21 years of age.
- B. Use of the City of Euless facility’s name in advertising or publications without the approval of the Department is prohibited.
- C. Renters will not charge admission, sell tickets or items, or solicit donations without the consent of the Department.
- D. Reservations must be made no less than 2 days (48 hours) prior to the rental date and cannot be made more than two months (60 days) prior to the rental date. Full payments of rental fees and/or light key deposits are required in order to **secure** a rental. A tentative reservation may be **held** for 48 hours (2 days). All fees must be paid two days prior to the rental date. If full payment is not received within 48 hours (2 days) the facility will be open to the public for rental once again.
- E. Euless residence **may not** rent facilities for non-Euless residence. A picture ID with current Euless address will be required to rent facilities.
- F. When and if a rental involves high risk activities or the use of special equipment not conforming to a recreational setting or when very large numbers of people are expected, the following may be required by the Department: 1) at the renter’s expense a certificate of insurance naming The City of Euless as an additional insured, 2) at the renter’s expense a Police officer may be required for the purpose of security. Application for this type of reservation must be submitted one month (30 days) prior to the requested date of rental.
- G. Cancellations made one week (7 days) prior to the rental date/time will receive a full refund. Cancellations made less than one week (7 days) but more than 72 hours (3 days) prior to the rental date will receive a 50% refund. Cancellations made less than 72 hours (3 days) prior to the rental date will receive only the key deposit refunded. Requests for a refund due to weather must be made no later than 72 hours (3 days) after the rental date. Refunds will be mailed to the renter upon the return of all contracts and receipts.

II. DURING THE RENTAL

- A. Renter and guests of renters using the facility will comply with the laws of the State of Texas, City of Euless and all rules set forth by the Department. Acts of gambling, alcohol consumption or consumption of controlled substance(s) are prohibited on all City of Euless properties. The renter is responsible for ensuring that the above rules are enforced.
- B. **Renters may not leave the rented facility during his/her contracted time.** Children and guests must remain with renter group at all times. One adult chaperone must be provided for every 15 minors (under 21 years old.)
- C. Renter must show proof of payment (receipt) in order to clear facility of previous or uninvited guests. Renter may call 817-685-1526 (non-emergency dispatch) if previous or uninvited guest refuse to leave.
- D. Renters shall designate and monitor attendance to his/her rental. Renters shall assume full responsibility and liability for all persons admitted to any portion of the facility during his/her rental. Renters shall also assume full responsibility and liability for any damage(s) to any part of the facility incurred during and/or resulting from his/her rental. Costs of repairs and/or additional clean up resulting from rentals shall be charged to renters’ account.
- E. Renters and/or guests of renters shall only park in designated, authorized parking spaces. Any violation of this policy will result in towing of such vehicles at the owner’s expense.
- F. Renters will have use of rented facility only during those times stated in the contract. Deviation from contracted rental times may result in additional fees charged to the renter’s account.

III. AFTER THE RENTAL

- A. Facilities must be cleaned and left its original condition when the rental is over. Failure to leave **facility in its original condition may result in additional fees charged to renters' accounts.** Trash must be picked up, tied in bags and thrown in appropriate containers. The Department is not responsible for lost or stolen property.
- B. Return of light key must be made by 5:00 p.m. the day after reservation. Failure to do so will result in the forfeiture of the light deposit.
- C. The Department reserves the right to cancel a rental or shift the rental to other facilities in the event of uncontrollable circumstances. Fees will be adjusted and/or refunded if the alternate facility does not meet the renter's approval and/or cannot be found.